



## **Landscape and Facilities Maintenance Coordinator**

### **DEFINITION**

Under direction, coordinates the work of professional landscape/facilities services and participates in the work of maintenance, landscaping and repair of water system buildings, facilities and grounds; and performs related work as required.

### **DISTINGUISHING CHARACTERISTICS**

This class is the advanced journey level classification which combines coordinating field work and performance of complex and difficult assignments in the construction, maintenance, landscaping and repair of District water system buildings, facilities, grounds and mechanical equipment. Incumbents are expected to apply safety regulations to work assignments, coordinate work with contractors or other District staff and prepare/maintain records and written documents.

### **EXAMPLES OF DUTIES**

Typical duties may include, but are not limited to the following:

- Performs and coordinates landscaping activities including, but not limited to: irrigation repair and installation, planting, vegetation management, pest control and general maintenance;
- Coordinates the work of contractors;
- Assists with estimating costs for contracted work, obtains bids for small projects to be performed by contractors, and inspects contractor's work;
- Develops and maintains SAP work orders and tracks project budgets
- Tracks time and expenditures pertaining to projects, and monitors project budgets;
- Maintains records, and prepares various documents, reports, and forms using personal computers as appropriate;
- Completes requisitions and purchases necessary tools, supplies and equipment;
- Prepares payment requests for processing invoices and credit card statements;
- Prepares purchasing paperwork for processing;
- Maintains budget and processes bills for payment of contractor work;
- Acts as technical advisor for tree maintenance operations where needed for the District, by identifying work to be done, scheduling work with contractors, overseeing work performed or performing work directly, administering related bids/contracts, applying for permits, and providing required notifications and reports;
- Identifies vegetation management needs on assigned District sites and performs the associated tasks to ensure vegetation is maintained at proper levels;
- Applies chemicals using power and hand spray equipment to control pests, plant disease, weeds and other undesirable growth;

- Reviews Contractors work on defensible space around District Facilities to include Water Tank Sites;
- Performs skilled work, operates tools,/equipment, machines, and vehicles when necessary;
- Ensures safe traffic control at job sites, follows and stays abreast of safe work practices, and observes safety rules and precautions;
- Operates light trucks, dump trucks, and other construction equipment;
- Responds to and/or assists the public with information regarding work or hazards of work;
- May be assigned other duties described in the Maintenance Worker II or Utility Worker II job descriptions;
- Performs pest control operations for the District where needed, by consulting with pest control contractors, performing pest control as needed, and ensuring pest control activities meet regulatory standards, administering related bids/contracts and providing required notifications and reports;
- Participates in preparing a variety of surfaces for painting and applies paint and other coatings by hand or spray;
- Oversees the Districts Fire Extinguisher locations/Inventory/Testing requirements. Works with outside vendor to make sure Fire Extinguishers are tested and certified annually.
- Performs backflow test for landscape activities including testing and repairing backflow assemblies at various District sites;
- Inputs and maintains a variety of records, including testing records and community service worker records and documents of attendance;
- Stays abreast of new techniques, chemicals and fertilizers used in landscape maintenance.
- Complies with weekly and monthly schedules of tasks to be completed;
- Works on ladders and scaffolding at varying heights;
- May be assigned to perform other general maintenance duties as required.

## **QUALIFICATIONS FOR EMPLOYMENT**

### Knowledge of:

- Principles, techniques and practices of horticulture landscape maintenance, soils and soil preparation, pruning, planting, fertilization and irrigation systems;
- Practices of habitat restoration, vegetation management, and wildland trail and road management;
- Chemicals used to control plant disease, insects and weeds;
- Use and application and safety procedures of a variety of chemicals.
- Maintenance and repair of water system buildings, facilities, and grounds;
- The safe and skillful operation of materials, power tools, manual tools, and equipment related to construction and maintenance work;
- Functions of a water distribution system, water storage facilities, meters, hydrants and sources and supply;
- Basic understanding of water distribution mathematics, water quality, and disinfections;
- Basic operation on how to use a Fire Extinguisher and ability to recognize when a Fire Extinguisher needs to be replaced.

- General safety practices; traffic control, trenching and shoring, confined spaces, safety requirements, hazards and OSHA compliance;
- Federal, State and water utility safety rules and regulations.
- Understands safe construction practices and procedure including safety precautions for operating power equipment, working in traffic and under hazardous conditions.

Ability to:

- Plan, organize, and coordinate his/her own work ;
- Make arithmetic calculations, some of which involve fractions and percentages;
- Perform routine maintenance and repair of facilities, grounds and equipment;
- Estimate material and equipment needs for landscape and tree projects;
- Identify common shrubs, trees, plant diseases and insect pests;
- Learn and apply practices and techniques of landscape, natural resources and vegetation maintenance;
- Skillfully and safely operate power and landscape equipment;
- Safely use and apply chemicals to plants and vegetation;
- Perform manual labor for extended periods;
- Understand and carry out written and oral instructions;
- Work at high elevations, on scaffolds, ladders, storage tanks and buildings and confined spaces;
- Work from boats, barges, floats around and on District lakes;
- Read and understand maps, blueprint, diagrams and landscape drawings;
- Maintain accurate and legible records, using computers as necessary;
- Make minor repairs and alterations in equipment;
- Observe safe working practices and safety requirements; and
- Work cooperatively with others;
- Effectively and courteously deal with public and with those contacted in the course of work;
- Identify common shrubs, trees, plant diseases and insect pests;
- Operate typical landscape equipment skillfully and safely (garden tractor, shovels, rakes and pruning equipment)

TRAINING AND EXPERIENCE:

Any combination of training and experience equivalent to:

- Completion of the twelfth grade or its equivalent;
- and,
- Four years of experience in performing maintenance work in facilities, water system services, grounds-keeping, landscaping, irrigation or related work.

and,

- Experience providing direction to work crews or contractors involved in performing maintenance and/or construction or related work.

#### **OTHER REQUIREMENTS**

- Willingness to work outdoors in all weather conditions and in traffic;
- May work after hours emergency work on an "on call" basis;
- Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100 "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law." (Ref: California Government Code, Title 1, Division 4, Chapter 8, Sections 3100- 3109).

#### **LICENSES AND/OR CERTIFICATIONS**

- Current District employees hired or promoted prior to October 1, 2018 who do not already possess a commercial CDL, may be requested to attain a Class A or Class B CDL, based upon assignments within this classification. At minimum, all current District employees must possess a Class C CDL;
- All employees in this classification are subject to regular review of the Department of Motor Vehicle driver's activity reports, and must maintain a satisfactory driving record;
- An employee in this classification performs "safety-sensitive functions" and must comply with the United States Department of Transportation (DOT) regulations and is subject to the Federal Omnibus Transportation employee Testing Act of 1991;
- Possession of a "D1" Distribution Operators Certificate issued by the California State Water Resources Control Board (SWRCB) at the time of appointment is desired, but not required.
- Must possess a current pest control applicators license with a Q.A.L. (Qualified Applicator's License) or a Q.A.C. (Qualified Applicator's Certificate) in Category A: Residential, Industrial and Institutional, or Category B: Landscape Maintenance;
- Possession of International Society of Arboriculture, Certified Arborist within twelve (12) months of appointment

#### **PHYSICAL DEMANDS AND WORKING CONDITIONS**

During the course of performing job duties the employee will perform heavy physical work and will need the mobility to operate equipment, which may include office and/or field equipment, or specialized instruments or tools requiring repetitive arm/hand movement and/or the coordinated movement of more than one limb simultaneously; enter and retrieve data from personal computers and terminals via keyboards. The employee frequently stands, walks, bends at neck and waists, twists at neck and waist, uses simple and power grasping with both hands, uses fine manipulation of both hands and fingers, and may require use of the arms above the shoulder, climb or balance; stoop, kneel or crouch. While working in the field the employee may walk on uneven or un-level ground surfaces such as hills, slopes, ditches or trenches, on or in tanks, and may work at heights up to ten to twelve feet climbing ladders or stairs. The employee is frequently required to lift and carry short distances objects such as materials or equipment

weighing up to 10 to 50 pounds, occasionally lift 50 to 75 pounds and occasionally lift material or operate tools weighing 75 to 110 pounds such as the operation of a jackhammer. This position requires that the employee demonstrate adequate hearing to detect warning alarms and speech to converse in person and over the telephone or radio, and vision to read printed materials and detect color coded materials, and use a computer screen.

The noise level in the work environment is moderate to loud noise. The employee is exposed to moving vehicles and other moving equipment and machinery, excessive noise, extremes in temperature, humidity, wetness and dust. The position may require the ability to work overtime and weekends as needed. In order to drive, individuals must be physically capable of operating the vehicles and equipment safely.

#### **ADDITIONAL PHYSICAL DEMANDS**

- Work while wearing protective clothing;
- Employee must be capable of obtaining and maintaining a proper facial seal for District respiratory equipment;
- Exposure to potentially hazardous materials, chemicals, solvents, microbiological pathogens, pesticides, odors and fumes.

*To be successful in this job, an individual must be able to satisfactorily perform each of the listed duties. These duties are representative of the knowledge, skill and/or ability required for the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and functions of the position. Requests for reasonable accommodation should be directed to the Human Resources Manager.*

Established: May 2023  
Revised:

Approved by: Human Resources Manager